



Mail to:

**WISCONSIN DEPARTMENT OF PUBLIC INSTRUCTION
SCHOOL MANAGEMENT SERVICES TEAM
FEDERAL AIDS AND AUDIT SECTION
P.O. BOX 7841
MADISON, WI 53707-7841 Fax: (608) 267-9207**

SUMMARY

Report Project Transactions by Account

	TOTALS ➤	\$	\$	\$	\$
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CERTIFICATION

Signature of District/Agency Administrator

Date

Amount Requested

For DPI Use Only
Amount Approved

PROGRAM FISCAL REPORT INSTRUCTIONS

Report for Period Ending: Record the month and year through which this report is completed.

Program: *Specify the federal or state grant program; i.e., Title 1, Alcohol and Other Drug Abuse (AODA), etc.*

Project Beginning Date: Report the DPI approved beginning date. Funds may not be expended or obligated prior to this date.

Project Ending Date: As stated in your approved contract or grant award document.

Account Code: List all account codes used in your approved project budget.

Account Name: Report the name of the account corresponding to the account code.

Approved Budget: Enter the amounts approved for each account as stated in your contract.

Unliquidated Encumbrances: Report unpaid obligations (i.e., payables, open purchase orders, personal service contracts, etc.)
Encumbrances should be liquidated on the final report.

Total Disbursements to Date: Report the cumulative amount of project payments as recorded on your general ledger. (Do not include payables.)

Unencumbered Balance: Report the amount of funds that have neither been obligated nor disbursed.

Cash Summary: Total funds received *minus* total disbursements to date *equals* cash on hand at the end of period.

Cash on hand at end of period often is a negative figure.

Amount Requested: If an advance is requested, the amount may not exceed a 30-day cash supply.

Additional questions regarding the completion of this report may be directed to the Federal Aids and Audit Section:

Grant Supervisor

Robert E. Sainsbury

(608) 266-2428
